



SOUTHWEST WASHINGTON REGIONAL AIRPORT
2222 S. PACIFIC AVE KELSO, WA 98626
PHONE: (360) 261-8268

Airport Operating Board Meeting Agenda June 20, 2024 @ 3:00 pm

Meeting Location: Airport FBO (Cascade Air): 2215 A Parrott Way, Kelso, WA 98626

1. Opening Items:

- 1.1 Chairman (City of Kelso): Call to Order
- 1.2 Roll Call
- 1.3 Pledge of Allegiance

2. Minutes:

- 2.1 Approve May Special Meeting Minutes (**Action**)

3. Treasurer Report and General Claims:

- 3.1 Treasurer's Report for May
- 3.2 May General Claims (**Action**)

4. Citizens Business: Public Comment Period

5. Action Items: None

6. Other Items:

- 8.1 Hangar/Building Occupancy Report (update)
- 8.2 Airport Manager's Report
 - 8.2.1 Project Updates
- 8.3 Airport Board Member Reports

7. Executive Session: N/A

8. Adjourn Board Meeting

Board chairman: Wrap up and announce next board meeting date (**July 18, 2024**)



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Airport Operating Board Meeting Minutes

May 23, 2024@ 3:00 pm

Chairman: Call to Order by B. Wood at 3:32 p.m.

Roll Call and Pledge of Allegiance:

B. Wood, A. Mortensen, K. Young, A. Erickson not present.

Approve Meeting Minutes (action)

A. Mortensen moved to approve the April meeting minutes. **K. Young** seconded the motion. All voted yes; motion passes.

Treasurer Report for April:

| | | |
|---------------------|-----------|-------------------------|
| Operating Revenue: | \$72,789 | |
| Total Expenses: | \$391,780 | |
| Operating Expenses: | \$101,625 | |
| Capital Expenses: | \$290,155 | |
| Total Cash: | \$827,066 | Unrestricted: \$827,066 |

April General Claims (action)

K. Young moved to approve the amended April General Claims. **A. Mortensen** seconded the motion. All voted yes; motion passes.

Citizens Business

None

Hangar/Building Occupancy Report (update)

100% occupancy. 53 names on the list. 30 of those are for aviation use.

Airport Manager's Report

Taxiway/Apron Paving - Final package has been sent off to the FAA for approval. Once that is returned, we will be going out to bid.

Hazel Street Overpass - RPZ Letter needs to be drafted and sent to FAA for approval. Should be going out in the next week.

Fuel Tank - Tank Delivery has been pushed out to June 10th as of today but trying to get them here earlier. Need to get them here ASAP to ensure no issues with apron paving project. We don't want two contractors working on the field at the same time.

Runway Project - Waiting for Century West to complete the Environmental Assessment so it can be sent to the FAA

Airport Board Member Reports

B. Wood – Thank you for your schedule flexibility and ability to attend the special meeting today.

K. Young – None

A. Mortensen – None

A. Erickson – Not present

Review of any follow-up items identified in today’s meeting.

None

Adjourn Board Meeting

Board chairman: Wrap up at 3:44 p.m. and announce next board meeting date (**June 20, 2024 at 3:00 p.m.**).

**Southwest Washington Regional Airport
General Claims for May 2024**

| Line | Process Date | Description: | Packet # | Total Amount |
|------|--------------|---|----------------------------------|---------------------|
| 1 | 6/20/2024 | Cascade Air - Fuel tank level monitoring | 24-06-01 | \$750.00 |
| 2 | 6/20/2024 | PSA - Airport Manager | 24-06-01 | \$10,980.41 |
| 3 | 6/20/2024 | Legal services | 24-06-01 | \$825.00 |
| 4 | 6/20/2024 | Repair/Maint-Equipment (mower deck) | 24-06-01 | \$5,713.92 |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |
| 9 | | | | |
| 10 | | | | |
| 11 | | | | |
| 12 | | Credit Card - Total: \$5,130.84 | | |
| 13 | 5/9/2024 | Cowlitz PUD - Electricity | 24-06-01 | \$82.56 |
| 14 | 5/10/2024 | United Site Services - Portable Restroom Service | 24-06-01 | \$1,057.56 |
| 15 | 5/13/2024 | American Association of Airport Executives | 24-06-01 | \$510.00 |
| 16 | 5/14/2024 | Cowlitz PUD - Electricity | 24-06-01 | \$480.12 |
| 17 | 5/14/2024 | Comcast | 24-06-01 | \$379.24 |
| 18 | 5/16/2024 | Express Landscaping – Parrot Way grass/weeds | 24-06-01 | \$1,904.32 |
| 19 | 5/24/2024 | Simplisafe | 24-06-01 | \$32.42 |
| 20 | 5/31/2024 | Cintas – Fire Bottle inspection | 24-06-01 | \$684.62 |
| 21 | | CIP & Grant Funded Project Invoices | | |
| 22 | | Fuel System Replacement Project -engineering | | 0.00 |
| 23 | 6/20/2024 | Fuel System Replacement Project - Tapani Construction | APPKT02562 | \$100,298.71 |
| 24 | | FAA Runway Pre-Environmental Project | | 0.00 |
| 25 | | FAA Apron/Taxiway Design Only Project | | 0.00 |
| 26 | | | | |
| 27 | | | | |
| 28 | | | | |
| 29 | | | | |
| 30 | | | Airport Fund | \$23,400.17 |
| 31 | | | CIP Grant funded Projects | \$100,298.71 |
| 32 | | | TOTAL: | \$123,698.88 |

| Southwest Washington Regional Airport | | | | |
|--|---------------------|--------------------|---------------------|-----------------------|
| Treasurers Report | | | | |
| For the Month of May, 2024 | | | | |
| | Budgeted | May | Year to Date | Variance |
| Revenues | | | | |
| Operations | \$ 215,787 | \$ 17,134 | \$ 89,915 | \$ (125,872) |
| Interest | 5,500 | 2,685 | 13,740 | 8,240 |
| Miscellaneous | 7,000 | - | - | (7,000) |
| Intergovernmental Subsidies | 364,000 | - | 304,000 | (60,000) |
| Grants | 3,139,625 | - | 174,533 | (2,965,092) |
| Total Revenues | 3,731,912 | 19,819 | 582,188 | (3,149,724) |
| Expenses | | | | |
| Operations | 644,594 | 30,884 | 132,508 | 512,086 |
| Capital/Non-operating | 3,651,930 | - | 290,155 | 3,361,775 |
| | 4,296,524 | 30,884 | 422,663 | 3,873,861 |
| Debt Service: | | | | |
| Principal | 73,388 | - | - | 73,388 |
| Interest | - | - | - | - |
| | 73,388 | - | - | 73,388 |
| Total Expenses | 4,369,912 | 30,884 | 422,663 | 3,947,249 |
| Revenues Over/(Under) Expenses | \$ (638,000) | \$ (11,065) | \$ 159,525 | \$ (7,096,973) |
| Cash Balance | | | | |
| | 4/30/2024 | Increases | Decreases | 5/31/2024 |
| Unrestricted | \$ 827,066 | \$ 141,913 | \$ 28,696 | \$ 940,283 |
| Restricted* | - | - | - | - |
| Total Cash | \$ 735,026 | \$ 141,913 | \$ 28,696 | \$ 940,283 |
| We have received the annual contributions from all of the four entities. | | | | |

(8.1) May 2024 Hangar/Bldg. Occupancy Rate

WESTSIDE OCCUPANCY

| | Total Units | Units Leased | % Occupied |
|-------------------------|------------------------|-------------------------|-------------------|
| Westside Hangars | | | |
| # 40 – # 56 | 14 | 14 | 100% |

EASTSIDE OCCUPANCY

| | Total Units | Units Leased | % Occupied |
|---|------------------------|-------------------------|-------------------|
| Eastside (aka FBO side of Airport) | | | |
| Life Flight (Land Lease) | 1 | 1 | 100% |
| A Hangars | 11 | 11 | 100% |
| B Hangars | 9 | 9 | 100% |
| C Hangars | 9 | 9 | 100% |
| D Hangars Prime Development Owned (Land Lease) | 12 | 12 | 100% |
| F Hangars Prime Development Owned (Land Lease) | 12 | 12 | 100% |
| G- 3 Privately Owned (Land Lease) | 1 | 1 | 100% |
| #58 (FBO) | 1 | 1 | 100% |
| #59 (Land Lease) | 1 | 1 | 100% |

TOTAL OCCUPANCY SUMMARY

| | Total Units | Total Units Leased | % Occupied |
|--|--|-------------------------------|-------------------|
| Eastside and Westside of Airport | | | |
| Rows A, B, C, #40-56, 58, 59, Life Flight | 47 | 47 | 100% |
| Prime Development Hangars | 24 | 24 | 100% |
| Total Hangar Occupancy Rate (including Private) | 72 | 72 | 100% |
| Hangar Waiting List Update: | 31 names on waiting list with aircraft, 54 names total. | | |

(8.2) June 20, 2024 Airport Board Meeting
Manager's Report

- **Show flight tracker** – Monthly
- **Hanger Construction:**
 - Hangers 37-39 placed under 90 day Due Diligence agreement with Steve Hixson to construct 70x50 Executive hanger with covered parking for field mower on 6/12/2024.
 - High interest in the development of a row of T-Hangers on lot E.
- **Taxiway/apron paving update:** Meeting held on 6/10/2024 with Century West. Recommendation to proceed with FAA approvals and current milestone dates with the exception of construction date. Release for bid June/July 2024 for work to be executed May/June 2025. No effect on FAA funding for 2024 or 2025.
- **Hazel Bridge update:** No updates at this time
- **Fuel Tank Project Update:** Tank delivery and landing occurred 6/14/2024. Measurements were taken for pipe fitting, and fabrication will done this week. Installation week of 6/24. Electrical connections are being done this week. Expected operational date is 7/1/2024.
- **Runway replacement:** No updates at this time.

2024 FLIGHT DATA

